



20 MAY 2014

Personnel

AU FACULTY SENATE

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OPR: HQ AU/CFAE

Certified by: HQ AU/CF (Dr. Anthony C. Cain)

Pages: 10

This instruction implements AUI 36-2606, *Air University Academic Corporate Process*. It identifies the role and responsibilities of the AU Faculty Senate in academic governance. It applies to all AU centers, their subordinate organizations, the Air Force Institute of Technology (AFIT), and the Air Force Research Institute (AFRI). Refer recommended changes or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). Supplements/implementing publications to this instruction must be coordinated through AU/CF before approval.

1. Purpose and Scope.

1.1. The faculty and administration collectively bear responsibility for ensuring academic excellence and rigor that prepares students to accomplish the Air Force mission. Robust participation of the faculty in university governance leads to better decision making, stronger collegiality, and forges relationships founded on trust and mutual understanding. Establishing the AU Faculty Senate provides the university with a formal body to provide faculty perspectives on issues under consideration.

1.1.1. Senators have freedom of expression during their meetings and protection from censure for such expression. Other established corporate processes should not restrict Faculty Senate deliberations. At the same time, the Senate will not interfere with nor supplant existing corporate processes. Members of the Faculty Senate will adhere to established norms for using the chain of command and following standard staffing/tasking processes for internal coordination and approval of initiatives at the school/center level. Initiatives emanating from the AU Academic Board will be reported back to the Board.

1.2. Faculty members are primarily involved in governance as it directly relates to academics. The faculty formally engages with AU's senior leaders through participation in

the AU Academic Corporate Process and the AU Faculty Senate. This instruction provides guidance for developing and implementing a formal faculty role in academic governance at the university level.

1.3. Nothing in this instruction is intended to inhibit the authority of, nor question the utility of the AU Commander and President convening faculty gatherings on a recurring basis to directly address issues of concern to the faculty and engage in direct dialog with faculty members.

1.4. Participation in the Faculty Senate is voluntary and does not constitute an administrative duty with associated pay step increase.

2. Roles and Responsibilities.

2.1. The Faculty Senate is an advisory body to the AU Commander and President. Expectations of this body include the following:

2.1.1. Represent all AU faculty members.

2.1.2. Foster an environment of open communication and understanding among academic disciplines and schools through analysis of current issues and collegial debate.

2.1.3. Discuss and offer recommendations to the Air University President on academic matters that impact the institution. If recommended decisions/actions are confined to the purview of one center/CC, Commandant, or Chancellor, the school/center corporate processes should be opened to Senators to address such matters. Senators should make use of these processes as appropriate.

2.1.4. Participate with AU Academic Affairs (AU/CFA) in revisions of the AU Continuum of Education Strategic Guidance (CESG).

2.1.5. Advise the AU Academic Board and Council on emerging instructional methods, practices and academic standards for higher education.

2.1.6. Attend educational program reviews for the schools to which they are assigned to acquire the strategic perspective necessary for contributing at the school, center, and university levels. Participate in the program review discussion as appropriate.

2.1.6.1. Members are encouraged to attend additional university program reviews as a guest. This is intended to develop insight on how other schools integrate program delivery with their strategic direction and to gain an understanding of how curriculum integration is operationalized in other schools. Additionally, alternative methods for achieving and measuring learning outcomes may be shared.

2.1.7. Participate in selecting, defining the scope, writing the evaluation plan, and executing the AU Quality Enhancement Plan (QEP).

2.1.8. Meet at least annually with the AU Commander and President and the Vice President for Academic Affairs to discuss topics of interest and provide advice to the AU/CC for his/her consideration. This is a closed meeting between the AU/CC, the Vice President of Academic Affairs (VPAA), and the Faculty Senate.

2.1.9. The members of the Faculty Senate are encouraged to meet with the AU Board of Visitors (AU BOV) during regularly scheduled AU BOV meetings. While the AU BOV sets the agenda, the intent is for the Faculty Senate to meet with them at least annually, pending their approval.

2.1.9.1. The President of the Faculty Senate will coordinate with the Associate Vice President of Academic Affairs (AU/CFA) and the AU Designated Federal Officer (DFO) to request and plan times to meet with the AU BOV. Normally requests for space on the AU BOV agendas must be coordinated at least 60 days prior to the desired meeting. AU BOV meeting dates are published for several years into the future. The DFO will provide the dates of upcoming meetings to the Faculty Senate upon request.

2.1.9.2. The DFO will be responsible for working agreed-upon meetings into the AU BOV schedule and collecting and disseminating read-ahead materials to the board members.

2.1.9.3. If the AU BOV approves the Faculty Senate's request for a meeting, the DFO will inform the Senate President of the date, time, and location of the meeting. Meetings will be held in a venue large enough to accommodate the full Senate.

2.1.10. Conduct other activities deemed by the Faculty Senate to be essential to the successful pursuit of high quality education in the context of the university's mission.

3. AU Academic Corporate Process. The AU Academic Board and AU Academic Council are the primary mechanisms through which the faculty members communicate with the university's senior leaders. Participation in these bodies provides two-way exchange of information and opinion on matters of shared concern.

3.1. The AU Faculty Senate conveys the faculty's perspectives and recommendations to university senior leaders as voting members of the AU Academic Board and AU Academic Council, IAW AUI 36-2606, Air University Academic Corporate Process, paragraphs 3.2.1 and 3.3.2.

3.1.1. The President of the Faculty Senate is a voting member of the AU Academic Council and is required to attend all Council meetings. If unable, another Senator may attend as his/her proxy.

3.1.2. The Vice President (President Elect) of the Faculty Senate is a voting member of the AU Academic Board and is required to attend all Board meetings. If unable to attend, another Senator may attend as his/her proxy.

3.2. The AU Faculty Senate may be requested to form working groups to assist the AU Academic Board with its business.

3.2.1. Faculty Senate members are responsible to report progress of their working groups as agreed upon during the AU Academic Board meeting. They should be prepared to provide an update at each monthly Board meeting.

4. Membership and Meetings.

4.1. Eligibility. Persons eligible to become members of this body include full time military or civilian faculty members who are *physically located* on the Maxwell-Gunter and AFIT campuses. This requirement ensures the member is available to participate in all Senate meetings and other activities. Since each member represents others, it is important to have regular contact with one's constituency and be aware of their concerns and positions on matters of interest to the Senate.

4.1.1. Faculty members must be assigned to a specific school or research organization whose *primary* duties are to teach, author original curriculum, conduct scholarly research, and/or advise students. Faculty members who have received promotion, pay, or step increases for administrative duties are not eligible. When doubts arise as to an individual's eligibility, the AU/VPAA will make the determination.

4.2. Voting Members. Elected Senators are the only voting members of the AU Faculty Senate.

4.3. Terms. The term of membership is one year. Terms begin on 1 August and end 31 July of the following year. Members may be selected to serve a maximum of three consecutive terms. At least one year must elapse after the third term before a member may be selected to serve again.

4.4. Composition. Two Senators will be selected from each of the organizations listed below. Those that deliver distance learning (DL) programs will select one additional member to represent DL faculty for a maximum of three Senators.

4.4.1. Air Command and Staff College

4.4.2. Air Force Institute of Technology, (includes College of Engineering, CE and LS)

4.4.3. Air Force Research Institute

4.4.4. Air Force Senior Non-Commissioned Officer Academy

4.4.5. Air War College

4.4.6. Barnes Center for Enlisted Professional Military Education

4.4.7. Eaker Center for Professional Development

4.4.8. Holm Center for Accessions and Citizen Development

4.4.9. International Officer School

4.4.10. LeMay Center Education Directorate

4.4.11. LeMay Center Wargaming Directorate

4.4.12. Officer Training School

4.4.13. School of Advanced Air and Space Studies

4.4.14. Spaatz Academic Centers (Spaatz/AR)

4.4.15. Squadron Officer School

4.5. Selection. Senators will be comprised of faculty members selected from the school/organization they represent. Organizations will use methods that allow broad participation of their faculty in selecting their Senators. School faculty members, as defined in para 4.1.1 will provide the pool of candidates from which selection/election will be made. Organizations listed in para 4.4 will determine internally how to conduct final selection. The intent is to provide an authentic voice for faculty members at large. When possible, one will be military and one will be civilian.

4.5.1. Senators should be selected by schools/organizations no later than 31 May. Schools/organizations will provide the names of incoming Senators to the AU Faculty Senate President.

4.5.2. Members will vote to select Officers named in para 5.2 of this instruction. Each officer must achieve 51% of the vote. Runoffs will be held until the simple majority is achieved.

4.5.3. Associate Members. Emeritus, Visiting, Research, and Adjunct faculty assigned to AU are invited to attend and participate in Senate meetings, without voting privileges. Associate Members do not contribute to quorum requirements.

4.6. Meetings. The Senate shall hold meetings as necessary, but at least once per quarter. All meetings will be announced to the entire AU faculty who may attend without voting privileges.

4.7. Quorum Requirements. Active participation in the Senate is essential to the effectiveness of faculty governance. The Senate expects strong participation from all members. The AU Faculty Senate quorum is 51% of the voting membership.

5. Faculty Senate Officers.

5.1. Elected Officers. The Senate shall hold elections for new officers as the first order of business at the initial meeting of the year. Term of elected officials will be effective immediately. The term for each of these offices is one year, from 1 August through 31 July.

5.2. Elected officer positions: President, Vice President and Secretary.

5.2.1. The President, if returned to the Senate by his/her school may be re-elected by the Faculty Senate to the office of President for a maximum of two consecutive terms. If he/she is returned to the Senate for a third term, the incumbent may not be elected President for a third term. This is to ensure the Vice President can fill the office of President before term limits prohibit it.

5.2.2. The Vice President (VP) automatically assumes the office of President at the end of his/her term to provide continuity of leadership in the Faculty Senate. Therefore, the VP nominee should have at least two years remaining time-on-station upon selection. This Senator is automatically re-elected to the second term by his/her school/organization and fills one of the school's Senator quotas. If the incumbent President completes a second term, and the Vice President is re-elected for a second term, he/she will be automatically returned to the Senate for a third term and will then assume the office of President.

5.2.2.1. If a different Senator is elected Vice President during the President's second term, automatic re-election to the Senate goes to the new VP.

5.2.3. The Secretary may serve for three consecutive terms if the member was returned to the Faculty Senate by his/her school each term.

5.3. Duties of Office.

5.3.1. The President has the following responsibilities:

5.3.1.1. Provides the AU Commander and President and AU Vice President for Academic Affairs a current Faculty Senate Roster no later than 30 September.

5.3.1.2. Holds and chairs periodic Senate meetings; provides new agenda items to the Secretary. Emergency meetings are called as needed.

5.3.1.3. Ensures minutes are distributed to faculty and members within 15 working days after the meeting.

5.3.1.4. Informs Senators of academic issues and decisions affecting the university so they have a sound basis for its consideration of such matters.

5.3.1.5. Solicits Senator's perspectives on academic matters.

5.3.1.6. Ensures all recommendations adopted by the Senate are presented to the AU Academic Board for consideration.

5.3.1.7. Serves as a voting member of the AU Academic Council. Reports to the Senate the discussion or actions taken by the AU Academic Council on recommendations made by the Senate through the AU Academic Board.

5.3.1.8. Represents the Senate at official meetings other than the AU Academic Council as appropriate or requested.

5.3.1.9. Ensures working groups or committees are formed as needed to assist the AU Academic Board or to address matters pertinent to the functions of the Senate. Oversees the activities of all committees and ensures committee activities are reported to the Senate.

5.3.1.10. Initiates the call for nominations for the following year's members. The call is sent to the schools/organizations through routine channels, such as e-mail Workflow or Task Management Tool (TMT) tasker, no later than 31 March to ensure selections can be made by 31 May.

5.3.2. Vice President. The Vice President has the following responsibilities:

5.3.2.1. Coordinates the presentation of committee reports prior to each Senate meeting. Ensures all Senate members have information regarding committee motions prior to Senate meetings.

5.3.2.2. Assumes the office of President in his/her absence.

5.3.2.3. Assists in recruiting officer candidates for the following year.

5.3.2.4. Sits on the AU Academic Board as a voting member. Reports to the Senate the discussion or actions taken by the AU Academic Board on recommendations made to them by the Senate.

5.3.3. Secretary. The Secretary has the following responsibilities:

5.3.3.1. Prepares and distributes the agenda for all Senate meetings. Notifies faculty and Senators of meetings in a timely manner.

5.3.3.2. Maintains a roster of the current members including school or research organization assigned, department of assignment, and length of time as a Senator. By 15 September of each year, the Secretary shall review and update the roster to reflect recent Senator selections and departures.

5.3.3.3. Maintains the records reflecting all meetings and significant decisions or activities of the Senate. These records should be available to all members.

5.3.3.4. Prepares and distributes the minutes of all Senate meetings.

5.3.3.5. Performs other duties as requested by the President.

5.3.3.6. If an elected office is prematurely vacated, the Secretary will schedule a special election to fill vacant office(s). If the vacancy is that of the Secretary, another officer will schedule a special election.

DAVID S. FADOK, Lt Gen, USAF
Commander and President

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Accreditation Board for Engineering and Technology (ABET)

AUI 36-2606, *Air University Academic Corporate Process*, 22 October 2013

CJCSI 1800.01D, *Officer Professional Military Education Policy (OPMEP)*, 15 July 2009, Enclosure F

North Central Association Higher Learning Commission (NCA-HLC) *Handbook of Accreditation*, November 2013

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) *Principles of Accreditation*, 1 January 2012

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFIT—Air Force Institute of Technology

AFRI—Air Force Research Institute

AU—Air University

AU BOV—Air University Board of Visitors

CC—Commander

DFO—Designated Federal Officer

DL—Distance Learning

VP—Vice President

VPAA—Vice President of Academic Affairs

Terms

Adjunct—A part-time faculty member hired on a contractual basis

Board—IAW AUI 36-2606, the AU Academic Board provides a senior educator review of issues impacting the university's learning mission. Composed of the Deans, Educational Advisors, Faculty and AU Deputy Directors, it is an advisory body to the AU Academic Council,

Center—The term center refers to the following organizations in their entirety: Air Force Institute of Technology (AFIT); Air Force Research Institute (AFRI); Thomas N. Barnes Center for Enlisted Education; Ira C. Eaker Center for Professional Development; Jeanne M. Holm Center for Officer Accessions and Citizen Development; Curtis E. LeMay Center for Doctrine Development and Education; School of Advanced Air and Space Studies (SAASS); Carl A. Spaatz Center for Officer Education

Council—IAW AUI 36-2606, the AU Academic Council provides a senior leader review of issues impacting the university's learning mission. Composed of the Commanders, Commandants, Faculty and AU Directors, it is an advisory body to the AU Commander and President.

Emeritus—A retired faculty member who is permitted to retain as an honorary title, the rank last held.

Quorum—The smallest number of members required to be present at a meeting in order for decisions to be made.

Research—Purposeful, methodical and substantive inquiry undertaken to: add to the body of literature in a discipline, prove or disprove hypotheses/answer research questions, provide an expert, well-supported response to important questions or needs of sponsors or result in new methods, technologies or products.

Visiting—Faculty members, including those primarily conducting research, who are at Air University on a temporary basis.